

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
FACILITY SPECIFICATIONS
AND
PROPOSAL FORM

for the

Department of Mental Health, Division of Mental Retardation
Developmental Disabilities (MRDD)
and the
Department of Labor and Industrial Relations,
Division of Employment Security
St. Charles County
St. Charles, Missouri

RFP No. 09201339

This document constitutes a Request for Proposal (RFP)
including prices from qualified individuals and organizations
to furnish 9,743 net rentable square feet of leased office space
located in St. Charles County, Missouri, and should be located within the following boundaries:

Within the city limits of St. Charles or St. Peters, Missouri.

A pre-bid conference regarding this bid will be held on Wednesday, February 27, at 10:00 a.m.
at the Department of Mental Health's office located at 2536 Old Highway 94, St. Charles, Missouri.

Attendance at this conference is **required** for those who wish to submit a bid.
Bidders should bring a copy of the specifications as this will be used as the agenda.

Bidders are strongly encouraged to advise the Division of Facilities Management
at least **five** days prior to a scheduled bid opening or
conference of any special accommodations needed for disabled persons who
will be attending the opening or conference so
accommodations can be made.

All questions regarding this Request for Proposal must be directed to:
Randall Jenkins, State Leasing Coordinator
Division of Facilities Management, Facility Leasing Section
Telephone # (573) 522-4399
Facsimile # (573) 526-4138

All Proposals must be received no later than 1:30 p.m. on Wednesday April 3, 2002.

RJ:mav

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BID PACKAGE FOR THE STATE OF MISSOURI

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ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: In St. Charles county, Missouri, and should be located within the following boundaries:
the city limits of St. Charles or St. Peters, Missouri
2. Square Footage Required: 9,743
3. Bid Opening Date: April 3, 2002
4. Bid Surety Amount: \$ 5,000.00 Effective Date: April 3, 2002 to July 3, 2002
5. Performance Surety Amount: \$ 10,000.00
6. Target Date for Completion: June 15, 2003 Target Date for Occupancy: July 1, 2003
7. Term of Lease: 5 years
8. Number of Employees: 45
9. Total Number of Parking Spaces: 53 Number of Accessible Spaces: 3
10. Staff Restrooms: Male 1 Female 1 Unisex
11. Public Restrooms: Male Female Unisex 1
12. Number of Hi/Lo Water Coolers: 1
13. Number of Workstations: 55
14. AMP/BTU Data Requirements:

<u>SPACE</u>	<u>EQUIPMENT TYPE</u>	<u>NUMBER</u>	<u>AMPS</u>	<u>BTUs/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTUs/HR</u>
Data/Telecom	Controller/Modem					
Office	Terminals/Printer					

See Attachment C
15. Growth will be built out as open space.
16. The Tenant agency will install systems furniture.
17. Description of Program's use of Space: Hours 8:00 a.m. to 6:00 p.m.
Number of Clients 1,460 Peak Periods of Traffic 8:00 a.m. to 6:00 p.m.
Brief Description **Department of Mental Health** - Community case management services; on site new
client and family evaluations. **Department of Labor and Industrial Relations** – Unemployment Security
auditors administer Employment Security Law.

RFP No. 09201339

ATTACHMENT D

PROPOSAL FORM

RFP No. 09201339

Department of Mental Health, Division of Mental Retardation
Developmental Disabilities (MRDD)
and the
Department of Labor and Industrial Relations,
Division of Employment Security
St. Charles County

St. Charles or St. Peters, Missouri

Bid Opening Date: April 3, 2002

This Proposal Form must be completed, sealed and received by the Division of Facilities Management no later than 1:30 p.m. on the specified date. All proposals must be mailed or hand carried to:

Division of Facilities Management
Facility Leasing Section
3225 West Truman Boulevard, Suite 100
Jefferson City, Missouri 65109

All proposals will be publicly opened and read at the above time, date and location.

Submitted by: _____

Phone Number: () _____ Owner/Agent
Facsimile Number: () _____

Address: _____

D-1. The undersigned, having examined and being familiar with local conditions including applicable model building codes, ordinances, requirements, etc., affecting the premises and with all sections and attachments of this specification package issued by the Division of Facilities Management, hereby certifies that, with the exception of any appended variances, the premises meets or will meet or exceed the above conditions and proposes to furnish the indicated premises for the firm, fixed price per year:

*** BIDDER SHOULD ENTER AN AMOUNT OR THE WORDS**
"NO BID" IN ALL BLANK AREAS PROVIDED

D-1.1 Base Bid Rental Rate (Includes Rent Only - Mandatory Entry):

Price Per Year* _____ Dollars
(\$ _____)

D-1.2 Additional Amount for Lessor Provided Utilities (**Optional Entry**):

Price Per Year* _____ Dollars
 (\$ _____)

D-1.3 Additional Amount for Lessor Provided Janitorial Services (**Optional Entry**):

Price Per Year* _____ Dollars
 (\$ _____)

D-1.4 Selection of D-1.2 _____ and/or D-1.3 _____ is:

☐ The sole option of the state. ☐ Required by Bidder as part of the proposal.

D-1.5 Additional One-time Payment for Each Attachment C • Item (**Mandatory Entry**):

MRDD Item # C-2 _____ Dollars (\$ _____)

DES Item # C-1 _____ Dollars (\$ _____)

D-2. Minimum Net Rentable Square Footage Offered (**Mandatory Entry**): * _____

D-3. ☐ **Variance(s) Requested**: Check this box if this proposal is contingent upon any variances to provisions of the Specifications and/or Attachment(s). All variances to the Specifications and Attachment(s) must be fully explained on a separate document attached to the completed Proposal Forms. Failure to comply with this requirement may result in disqualification of the proposal or, at the discretion of the state, insistence on full compliance with Specifications.

D-4. A cashier's check or bid bond payable to the State of Missouri as described in Attachment A, Item 4, must accompany this proposal. The Bidder's failure to accept an award based upon the provisions of this proposal will result in forfeiture of surety document.

D-4.1 Failure to provide a cashier's check or bid bond as described above will automatically disqualify the proposal from consideration.

D-4.2 Amount of Cashier's Check or Bid Bond Enclosed:

_____ Dollars
 (\$ _____)

D-5. **Specific Site Information**: The Bidder should provide the proposed site address. (If the state has a choice of more than one site, please submit a separate proposal form for each site.)

Address of Proposed Property: _____

State Senate District: _____ State Representative District: _____

D-5.1 The proposed facility is:

- ☐ (a) an existing structure with renovations
- ☐ (b) an existing structure with no renovation
- ☐ (c) an existing structure with an addition
- ☐ (d) new construction

D-5.2 The proposed premises are currently:

- ☐ (a) owned by the Bidder
- ☐ (b) Bidder has a signed option to purchase contract
- ☐ (c) Bidder is acquiring an option to purchase contract
- ☐ (d) Bidder has a verbal agreement with the owner
- ☐ (e) Bidder has no ownership rights or obligations
- ☐ (f) Broker representing an individual

D-5.3 In order to comply with local zoning requirements, the proposed premises:

- ☐ (a) are zoned correctly
- ☐ (b) must be rezoned

D-5.4 The proposed facility would be designed for and occupied by:

- ☐ (a) only the agency(s) specified in this RFP
- ☐ (b) the agency(s) specified in this RFP and other state agencies
- ☐ (c) the agency(s) specified in this RFP and other non-state organization(s)

D-5.5 The proposed facility is:

- ☐ (a) a single level facility
- ☐ (b) a multi-level facility

D-5.6 The proposed premises are:

- ☐ (a) all in one contiguous space
- ☐ (b) located on more than one level
- ☐ (c) located on one level but different areas, not connected

D-5.7 The exterior of the proposed facility is:

- | | | |
|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> (a) brick | <input type="checkbox"/> (b) block | <input type="checkbox"/> (c) wood |
| <input type="checkbox"/> (d) metal | <input type="checkbox"/> (e) drivit | <input type="checkbox"/> (f) other |

D-5.8 The proposed facility's roof is:

- ☐ (a) shingle
- ☐ (b) metal
- ☐ (c) membrane

D-5.9 The proposed facility's HVAC system is:

_____ (a) gas
_____ (b) electric

D-5.10 The proposed facility's parking lot is:

_____ (a) asphalt
_____ (b) concrete

D-6. Total Parking Spaces Provided: _____ # of Handicap Spaces: _____

D-7. Construction Time from Notice to Proceed to Completion: _____

D-8. In submitting this bid, it is understood that the right is reserved by the Division of Facilities Management, State of Missouri, to reject any and all bids, and it is agreed that the bids will not be withdrawn for a period of 90 days from the specified time for receiving bids.

D-8.1 IF AN INDIVIDUAL:

Name of Individual

Residence Address

Signature

Firm Name (if any)

Federal Tax ID # or SSN

Firm Address

Address for Communications

D-8.2 IF A PARTNERSHIP:

_____ General* _____ Limited
(Include names of all)

Name and Residence Address of Partners:

Name of Partnership

Partner

Signature

Partner

Signature

Address for Communications

Federal Tax ID # or SSN

*Include information of all partners by attaching additional pages if necessary.

D-8.3 IF A CORPORATION: (Exact Title)

Name of Corporation

1. Incorporated under the laws of the
State of _____

Name and Title of Officer

2. Registered to do business in Missouri:
Yes _____ No _____ (Check one)

Signature of Officer

Federal Tax ID # or SSN

(ATTEST)

Address for Communications

Secretary Signature

D-8.4 IF A BROKER REPRESENTING AN INDIVIDUAL:

Name of Broker

Signature of Broker

Name of Individual Represented

Residence Address

Signature of Individual Represented

Federal Tax ID # or SSN of Individual
Represented

(SEAL)

Each Bidder must complete the Proposal Form by signing on the proper signature line above and by supplying the required information called for in connection with the signature. Failure to properly sign the Proposal Form and to provide required information will constitute grounds for non-acceptance of bid.

D-9. Historic Status Documentation (Mandatory Entry - If Requesting Preference Points)

D-9.1 Address of Proposed Property: _____

D-9.2 Is the property individually listed in the National Register of Historic Places? (Check one)

_____ Yes _____ No _____ Unsure

D-9.3 Is the property a contributing element of a National Register Historic District or a certified local district?

If yes, list the name of the historic district and include photographs of the facility. (Include a photo of the front elevation of the facility and a streetscape view showing the adjoining buildings.)

D-9.4 Has the property been determined to be eligible for listing on the National Register of Historic Places by the State Historic Preservation Office in the Department of Natural Resources? (Check one)

_____ Yes _____ No _____ Unsure

If yes, attach a copy of the eligibility assessment and photographs of the facility. (Include a photo of the front elevation of the facility and a streetscape view showing the adjoining buildings.)

D-9.5 Will the project involve utilization of the federal or state rehabilitation tax credits? (Check one)

_____ Yes _____ No _____ Unsure

Information on the National Register of Historic Places can be obtained by contacting the State Historic Preservation Program (SHPO) in the Department of Natural Resources at (573) 751-7858 or by visiting the SHPO website at <http://www.mostateparks.com/hpp/>.

The State Historic Preservation Program can also provide information in regard to National Register eligibility and the federal and state rehabilitation tax credits.

D-10. Specialized District Documentation (Mandatory Entry - If Requesting Preference Points)

D-10.1 Address of Proposed Property: _____

D-10.2 Is the property located within a specialized district? (Check one)

_____ Yes _____ No _____ Unsure

If yes, check the type of district:

_____ Central Business District _____ Community Improvement District (CID)
_____ Main Street Program District _____ Other Local Revitalization District

D-10.3 A map of the district has been included with the proposal.

_____ Yes _____ No

If yes, list the street boundaries of the district (i.e. 2nd Street to the North, Oak Street to the South, Main Street to the West and High Street to the East).

D-10.4 The city or local governmental agency has designated the applicable district.

_____ Yes _____ Date Certified _____ No

D-10.5 The signature below by the city or local government official attests to that certification:

Name Title Date

Information on redevelopment assistance, downtown revitalization projects and the Missouri Main Street Program may be obtained by contacting the Department of Economic Development at (573) 522-8004 or by visiting the website at <http://www.ecodev.state.mo.us/communities.html>.

D-11. Environmental Assessment (Mandatory Entry - For All Proposals)

D-11.1 Address of Proposed Property: _____

D-11.2 What were the former uses of the Proposed Property?

D-11.3 Has a Phase I Environmental Site Assessment been conducted at the proposed site? (Check one)

_____ Yes _____ No _____ Unsure

If yes, indicate the name of the firm who conducted the assessment and include a copy of the findings.

Name: _____

D-11.4 Has a lead paint or asbestos inspection been conducted by a certified inspector at the proposed site?

_____ Yes _____ No _____ Unsure

If yes, indicate the name of the certified inspector who conducted the assessment and include a copy of the findings.

Name: _____

Information on the Missouri Voluntary Cleanup Program (VCP) may be obtained by contacting the Department of Natural Resources at (573) 526-8913 or by visiting the website at <http://www.dnr.state.mo.us/deq/hwp/hwpvcvp.htm>.

ATTACHMENT M

PREFERENCE FOR HISTORIC BUILDINGS AND/OR BUILDINGS LOCATED
WITHIN A CENTRAL BUSINESS DISTRICT, COMMUNITY IMPROVEMENT DISTRICT,
MAIN STREET PROGRAM DISTRICT OR OTHER LOCAL REVITALIZATION DISTRICT
IN URBAN CORES, SUBURBS, CITIES, TOWNS AND RURAL COMMUNITIES

M-1. HISTORIC PREFERENCE

M-1.1 Preference will be given to bidders offering space in buildings individually listed in the National Register of Historic Places or properties, which are a contributing element of a National Register Historic District or a certified local district.

M-1.2 All bidders requesting historic preference (referenced in M-1.1) must complete Section D-9 of the proposal form (Attachment D) and submit with the bid proposal to include the property address and name of the historic district. Include a photograph of the front elevation of the facility and a streetscape view showing the adjoining buildings.

M-1.3 Such preference will result in the automatic score of 4 (out of 5) points under the Subjective Evaluation.

M-1.4 Preference will also be given to bidders offering space in buildings which may have been determined to be eligible for listing on the National Register of Historic Places by the State Historic Preservation Office in the Department of Natural Resources.

M-1.5 All bidders requesting historic preference (referenced in M-1.4) must complete Section D-10 of the proposal form (Attachment D) and submit with the bid proposal to include a copy of the eligibility assessment and photographs. Include a photograph of the front elevation of the facility and a streetscape view showing the adjoining buildings.

M-1.6 Such preference will result in the automatic score of 3 (out of 5) points under the Subjective Evaluation Score Sheet.

M-2. CENTRAL BUSINESS DISTRICT, COMMUNITY IMPROVEMENT DISTRICT, MAIN STREET PROGRAM DISTRICT OR OTHER LOCAL REVITALIZATION DISTRICT PREFERENCE

M-2.1 Preference will be given to bidders offering space in buildings, which are located within any of the following specialized districts: Central Business, Community Improvement, Main Street Program or other Local Revitalization districts. An eligible property must be located within one of the specialized districts as designated by the local municipality.

M-2.2 All bidders requesting preference for specialized districts (referenced in M-2.1) must complete Section D-10 of the proposal form (Attachment D) and submit with the bid proposal to include verification by the city or local Government Official that the structure is located within one of the above designated areas. This documentation must also include a map identifying the street boundaries of such district, location of the proposal and date the local community designated the applicable district.

M-2.3 Such preference will be extended to buildings within the specialized districts (referenced in M-2.1) and will result in the automatic score of 4 (out of 5) points under the Subjective Evaluation Score Sheet.

M-3. HISTORIC & CENTRAL BUSINESS DISTRICT, COMMUNITY IMPROVEMENT DISTRICT, MAIN STREET PROGRAM DISTRICT, OR OTHER LOCAL REVITALIZATION DISTRICT PREFERENCE:

Proposals seeking preference for **both** historic and a specialized district must follow all criteria stated in M-1 and M-2. If the proposal meets both criteria, such preference will result in the automatic score of 4 (out of 5) points for proposals which are both eligible for the Historical Register and located in a Specialized district and 5 (out of 5) points for proposals which are Certified on the Historical Register and located within a Specialized District.

ATTACHMENT N

CONSTRUCTION SCHEDULES, PROGRESS REPORTS, SPACE EFFICIENCY,
DEFAULT IN DELIVERY-TIME EXTENSIONS,
PROPOSAL EVALUATION AND LEASE ACQUISITION
ENVIRONMENTAL ASSESSMENT

N-1. CONSTRUCTION SCHEDULES

N-1.1 Within ten calendar days of issuance of the Notice of Award, the successful Bidder must submit a tentative construction schedule giving the dates on which the various phases of construction will be completed to coincide with the "Construction Time from Notice to Proceed to Completion" noted on Attachment D, Section D-7.

N-1.2 The tentative schedule shall include timing for completion of design and construction milestones including but not limited to: 1) submission of architectural drawings (Attachment F, Section F-8), 2) review and approval of plans and specifications by local political subdivision where construction or renovations shall take place, 3) issuance of building permit, 4) start of construction, 5) completion of principal categories of work, 6) issuance of building occupancy permit 7) phased completion and occupancy (if appropriate) 6) final construction completion date.

N-1.3 A final construction schedule must be submitted by the successful bidder within 10 working days from issuance of the written Notice to Proceed by Division of Facilities Management (DFM). The final construction should reflect accurate and updated timeframes for the design and construction milestones stated above in M-1.2.

N-2. PROGRESS REPORTS: After the start of construction, the successful bidder should submit written progress reports at intervals of 10 working days. Each report shall include information as to 1) percentage of the work completed by the phase and trade, 2) a statement as to the expected completion and occupancy date, 3) changes occurring in the project and 4) general remarks on such items as material shortages, strikes, weather, etc. In addition, at the discretion of DFM the successful bidder shall conduct a weekly meeting to brief DFM personnel and/or contractors regarding the progress of design and construction of the RFP. Such meeting shall be held at a location to be designated by DFM.

N-3. SPACE EFFICIENCY

N-3.1 To demonstrate the potential for efficient layout, the bidder may be requested to provide a test fit layout at the bidder's expense when the space proposed contains certain features to include, but not be limited to; narrow column spacing, atrium, light wells or other areas interrupting contiguous spaces, extremely long, narrow runs of space, irregular space configurations or other unusual building features.

N-3.2 DFM will advise the bidder if the test fit layout cannot accommodate the requirements of the RFP. The bidder will have the option of increasing the square footage offered at no additional expense to the state. The State may choose to judge the proposal non-responsive and eliminate it from consideration in accordance with Attachment G, Section G-1.2 through G-1.2-1.

N-4. DEFAULT IN DELIVERY - TIME EXTENSIONS

N-4.1 With respect to the successful bidder's obligation to deliver the premises by the completion date (Attachment F, Section F-10), time is of the essence. If the successful bidder fails to ensure the substantial completion and issuance of the Certificate of Conditional Acceptance by the guaranteed completion date, DFM may by notice to the successful bidder terminate this award. Such terminations are effective when received by the successful bidder. The successful bidder is liable for any damages resulting from such terminations as provided in this clause. The State of Missouri shall, at a minimum, be entitled to the following damages:

- (a) The excess rent for the replacement lease or leases above the cost proposed by the successful bidder. If the State of Missouri procures replacement lease or leases, which are in excess of the term of this award, the successful bidder is not liable for excess rent or adjustments during such excess of the lease term.

- (b) All administrative and other cost the State of Missouri incurs in procuring a replacement lease or leases.
- (c) Other, additional relief provided for in this award and/or lease as stated in Attachment F, Section F-6.4, and Attachment K, Section 4.

N-4.2 Damages to which the State of Missouri is entitled to under this clause are due and payable thirty (30) days following the date the successful bidder receives written notification from DFM.

N-4.3 DFM shall not terminate this award under this clause nor charge the successful bidder with damages under this clause if 1) the delay in completion of the work arises from excusable delays as stated in Attachment K, Section 4C and 2) the successful bidder within 10 days from the beginning of any such delay notifies DFM in writing of the causes of the delay and such causes are deemed excusable by DFM in its sole discretion. DFM shall review the extent of the delay and if the facts warrant, DFM may extend the guaranteed completion date to the extent there are no additional costs to the State of Missouri. Failure by the successful bidder to obtain building permits, zoning variations or other approvals to proceed with the project shall not be excusable per se. A time extension is the sole remedy of the successful bidder and will be issued at the sole discretion of DFM.

N-5. PROPOSAL EVALUATION AND LEASE ACQUISITION

N-5.1 In accordance with the Code of State Regulations (CSR 35-2.030) the Commissioner of Administration and/or DFM as the designee, is the exclusive representative of the State of Missouri in all real estate leasing transactions except otherwise stated in the CSR. Neither the tenant/using agency nor any individual, organization or group, shall have authority to obligate the State of Missouri in real estate leasing transactions in any form.

N-5.2 All proposals shall be evaluated by the evaluation committee who submit a recommendation for award to the DFM. DFM shall award the proposals in accordance with the criteria outlined in Attachment I, the State of Missouri Leasing Policy, the Code of State Regulations (CSR 35-2.010 through CSR 35-2.05060), Executive Orders and other rules and regulations as defined by the Commissioner of Administration and/or DFM.

N-5.3 The Commissioner of Administration and/or DFM reserves the right to reject any and all proposals, and may waive any minor informality or irregularity in a proposal. If deemed to be in the best interest of the state, The Commissioner of Administration and/or DFM may negotiate a particular procurement.

N-6. ENVIRONMENTAL ASSESSMENT

N-6.1 In accordance with Section G-1.1 of the State of Missouri Specifications and Definitions, the premises must not be located on a site or within an area containing hazardous waste. All bidders must complete section D-11 of the Proposal Form (Attachment D) and include with the bid proposal for each proposed site.

N-6.2 At the discretion of the State of Missouri, a Phase I Environmental Site Assessment (ESA) and/or a lead based paint (LBP) and/or asbestos containing material (ACM) inspection may be required at the sole expense of the bidder.

N-6.3 If required, the Phase I ESA must be conducted by a qualified environmental consulting firm in accordance with the American Society for Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Phase I – Environmental Site Assessment Process, ASTM Designation E 1527-94 (ASTM Practice E 1527 or the ASTM Practice). A certified inspector must also conduct the lead-based paint (LBP) and/or the asbestos containing material (ACM) inspection.

N-6.4 The scope of work for the Phase I ESA may include but not be limited to the following:

- (a) A review of information provided by the client, owner or tenant of the subject property concerning previous environmental assessment reports, known environmental conditions and environmental liens associated with the subject property.
- (b) A site inspection consisting of a visual survey of the subject property and adjoining properties, as accessible for indications of potential environmental liabilities such as areas of chemical storage/handling, surface staining, suspected disposal areas, aboveground and underground storage tanks, sumps and pits, and electrical equipment that may contain polychlorinated biphenyl's (PCB). Site photographs may be required to document the present conditions of the subject property and surrounding properties.
- (c) An investigation of historical activities at the site, including interview with individuals, as readily available, which are knowledgeable of previous site uses.
- (d) A review of standard historical sources, as readily available, provided by a commercial service in order to develop a history of the previous uses or occupancies of the subject property and adjoining areas.
- (e) A review of additional state and local records and information concerning the subject property and surrounding properties provided by health departments, fire departments, electrical utility companies and other readily available sources.

N-6.5 All findings of the Phase I ESA and/or the LBP or ACM inspection must be submitted to the State of Missouri. A subsequent Phase II ESA may also be required at the sole expense of the bidder. Upon Notice of Award, any necessary re-mediation actions and associated costs in the development and execution of a remedial action plan from implementation through completion will be the responsibility of the successful bidder.